

Project Plan Summary



Holy Spirit Catholic School

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Principal: Aoife Cahill

Project name:	Bottle Recycle-Special Ed Fund
Person responsible:	Cahill, Aoife
Purpose and timelines:	Bottle recycling in school
Revenue to collect:	Bottles from in the hallways and classrooms.
Items/Services to be purchased:	Will purchase items for calming room, wellness room and support various activities in school
Surplus/Deficit Handling Plan:	Carry forward to next year to purchase larger items if needed. no deficit as no items will be bought unless we have enough funds collected.
Project name:	Computer Mouse
Person responsible:	Cahill, Aoife
Purpose and timelines:	Classroom letters, fee statements, Smore
Revenue to collect:	Fees from parents \$15.25
Items/Services to be purchased:	Computer mice available for students to purchase for use with Chromebook.
Surplus/Deficit Handling Plan:	No surplus expected. Any surplus goes to purchase more computer mice. No surplus of deficit
Project name:	Field Trips Gr 1
Person responsible:	Jenna Devries, Jan Tessier, Katie Workun
Purpose and timelines:	The field trips for 2021-2022 will be booked when they are in compliance with the directions of the Health and Safety standards of our School District and AHS during the COVID-19 pandemic. The purpose of the projects will be shared with parents via classroom newsletter and curricular links highlighted. Parents are made aware of the costs at the beginning of the year.
Revenue to collect:	The fees will be charged to the parents.
Items/Services to be purchased:	The funds will cover the cost of the activity and bussing. Crafts (optional) 15.00 Chick Hatching/Farm -15.00 Lets Build a house - 14.75 Senses Teachers Pet - 13.50 Arbor Day - no charge Fort Saskatchewan museum - 8.50 Art Project -17.00
Surplus/Deficit Handling Plan:	Amounts in excess of \$5.00 will be credit to the parent PowerSchool account and forwarded to the next school year. Any remaining funds will be used as part of the end of the year celebration for the class.
Project name:	Field Trips Gr 2
Person responsible:	Jill Stetsko, Stephen Binder, Carrie Peterson
Purpose and	Fees will be charged to grade two families and information shared in a letter

timelines: that is sent home.

Revenue to collect: Fees will be charged to grade two families.

Items/Services to be purchased: Various field trips fees will be charged if and when field trips happen depending on covid protocols Boats & Buoyancy - In school field trip - \$16.00 Small Critters- In school field trip - \$9.00 Inuit Presentation - In school field trip \$8.00

Surplus/Deficit Handling Plan: If there is a deficit parents will be notified that additional funds are needed. If there is a surplus it will be used for classroom resources or year end activities if surplus is greater than \$5.00 it will be a credit to PowerSchool account and carried forward to next school year.

Project name: Field Trips Gr 3

Person responsible: Erin Croft, Kathy Yacyshyn, Vanessa Petersen

Purpose and timelines: The time line of these project are from September 2021 to June 2022. The purpose of the projects will be shared with parents via my classroom newsletter and curricular links highlighted. Parents are made aware of the costs as the activities become available and we are able to do them. Additional fees may be added depending on COVID protocols

Revenue to collect: The fees will be charged to the parents.

Items/Services to be purchased: Money will pay for entrance fee for field trips, in-class presentations, bussing and projects. Additional fees may be added depending on covid protocols and parents will be notified via letter and/or emails Craft optional 10.00 Easter Eggs \$5.00 Christmas Nativity Project \$8.00 Gymnastics TBD - Awesome Bridges TBD Rocks and Minerals TBD

Surplus/Deficit Handling Plan: Any surplus will be used for year end activity and if a deficit we will inform parents in a letter and ask for more money. Amounts in excess of \$5.00 will be credit to the parent PowerSchool account and forwarded to the next school year. Any remaining funds will be used as part of the end of the year celebration for the class.

Project name: Field Trips gr 4

Person responsible: Andrea Haston, Michele Yuzdepski, Lisa Hall, Brandy Smith

Purpose and timelines: The Timeline of these projects are from September - June. The purpose of the projects will be shared with parents via my classroom newsletter and curricular links highlighted. Parents are made aware of the costs as the activities become available and we are able to do them based in covid protocols

Revenue to collect: The Fees will be charged to the families.

Items/Services to be purchased: The funds will be the cost of the activity with bussing included. Bowling - \$7.00 Building things - teacher's pet - \$13.50 Year End Movie - \$14.00 Teacher's Pet - \$14.75

Surplus/Deficit Handling Plan: Any remaining funds will be used as part of the end of the year celebration for the class. A letter will be sent at the beginning of the year to inform parents. Any surplus of \$5.00 or more per student will be credit to parent's PowerSchool accounts.

Project name: Kindergarten Fees

Person responsible: Carole Johnston

Purpose and timelines: A letter will be sent at the beginning of the year to inform parents. Fees are required to be charged to students in order to cover cost of field trips and special activities

Revenue to collect: The fees will be charged to the parents. Apple/Pumpkin Study - \$.51 Penguin visit - \$17.00 A healthy Me - \$13.00 Safety City- \$16.00 Mindful movement

	\$16.00 Zoo - \$25.00 Mother's Day Tea - \$5.00 Father's Day picnic bird house building - \$11.00 Kindergarten Farewell - \$5.00 Kindcooking \$10.00 Crafts (optional) \$7.05 Photo Development - \$3.00 Greenlands \$5.00
Items/Services to be purchased:	The funds will cover the cost of the activity and bussing.
Surplus/Deficit Handling Plan:	Remaining funds will be given back to parents at the end of the year via a credit to the powerschool account or if less than \$5 it will be used to have a year end event. If there is a deficit parents will be notified that additional funds are needed.
Project name:	Message Pouches
Person responsible:	Posavec, Brigitte
Purpose and timelines:	School fees in parent PowerSchool portal
Revenue to collect:	fee from parents in ECS and any students in higher grades who are new to our school, may have lost theirs or it got damaged.
Items/Services to be purchased:	Message pouches cost \$11.25
Surplus/Deficit Handling Plan:	Surplus used to purchase extras and cover cost of shipping. In case of deficit if pouches are more expense cost would increase. We are only charging to cover cost of item plus shipping.
Project name:	Nourish to Flourish
Person responsible:	Johnston, Carole
Purpose and timelines:	The purpose of this project is to track and reconcile funds for the Nourish to Flourish Grant provided by Ever Active.
Revenue to collect:	The money received in this project will be provided by Ever Active to be used as outlined in the Nourish to Flourish Grant paperwork.
Items/Services to be purchased:	Funds for this project could be used to pay for a dishwasher and installation, wagons, a grow tower, body image lab presentation, food tasting and other wellness initiatives.
Surplus/Deficit Handling Plan:	All funds will be spent according to the Grant application budget and will be provided to Ever Active Schools in the final report. Any excess spending over and above the original grant will need to be covered by school budget funds.
Project name:	PC Nutrition Grant
Person responsible:	Cahill, Aoife
Purpose and timelines:	Smore
Revenue to collect:	PC Nutriton Grant
Items/Services to be purchased:	Funds for student snacks
Surplus/Deficit Handling Plan:	No surplus or deficit expected
Project name:	PreK Tuition Fee
Person responsible:	Cahill, Aoife
Purpose and timelines:	Parents are notified when registering that the cost is \$2000.00 for the year \$200.00/month to support the program. Field trip costs are charged separately
Revenue to collect:	\$2000.00 per student with a one time payment or even monthly payments Fees are expected to be paid in full at beginning of the program or in even monthly instalments at the beginning of the month

Items/Services to be purchased:	To partly cover the cost of the staff for the pre K program
Surplus/Deficit Handling Plan:	There should be no surplus or deficit
Project name:	PREK/Kindergarten Class Projects
Person responsible:	Lakeman, Jordan
Purpose and timelines:	The purpose of the projects will be shared with parents via my classroom newsletter and curricular links highlighted. Parents are made aware of the costs at the beginning of the year.
Revenue to collect:	The fees will be charged to the parents.
Items/Services to be purchased:	The funds will cover the cost of the activity Teacher's Pet - Soapstone butterflies \$16.25 Teacher's Pet - Dinosaurs - \$17.00 Teacher's Pet - Dreamcatchers - \$16.00 Puppet Tree House - \$9.31 Crafts (optional) - \$5.00
Surplus/Deficit Handling Plan:	Any remaining funds will be used at the end of the year will be used for a school activity. If there is a deficit parents will be notified that additional funds are needed. If there is a surplus it will be used for classroom resources or year end activities if surplus is greater than \$5.00 it will be a credit to PowerSchool account and carried forward to next school year.
Project name:	Student Council
Person responsible:	Carrie Peterson,
Purpose and timelines:	If they wish to opt out of paying the fee, they need to email our office staff to remove the fee from their school fees. Families have been notified about this through email through our newsletter What's Heating up.
Revenue to collect:	Normally there is an optional charge to parents but no charge this year due to covid and less opportunities to bring in special events Some funds raised with various fund raising activities Will bring back fees at a later date.
Items/Services to be purchased:	Supports whole school initiatives throughout the year. School Dances, speakers, support various field trips, speakers and events for different grade levels and purchases of items that benefit all students
Surplus/Deficit Handling Plan:	If there is a surplus the money will be rolled towards the next school wide initiative (start up) fund for the following year. Deficit-do not intend to run into deficit
Project name:	Yearbook
Person responsible:	Melissa Fiolleau, Brigitte Posavec
Purpose and timelines:	Smores, Emails and notes in school and agendas School Year book to be delivered September or October 2022
Revenue to collect:	\$26.00 per yearbook and is optional to purchase
Items/Services to be purchased:	One school year book
Surplus/Deficit Handling Plan:	cost of extra year books needed for school and office and library
Project name:	Young Author's
Person responsible:	Smith-Ferrante, Brandy
Purpose and timelines:	letter to parents
Revenue to collect:	50% student fee \$15.00 per student 50% school paid \$15.00 per student
Items/Services to	conference

be purchased:

Surplus/Deficit

Handling Plan:

No surplus/Deficit only charge fees of conference. any remaining funds would not be applicable as fees are paid prior to conference . No refunds